

Checklist for Business Visa 商务签证审核表

Name: _____ 姓名	Contact No.: _____ 联系电话		
Passport Number: _____ 护照号	E-mail Address: _____ 邮件地址		
Documents/主要材料	Yes/有	No/没有	Remarks/备注
1. Visa application form: The form is available online at < https://formulario-mre.serpro.gov.br > A separate form must be completed for each applicant. Once filled out, the form should be printed and signed by the applicant him/herself. Please note: The signature on the Visa Application Form Receipt – RER receipt must match the applicant’s signature on his/her passport. Additionally, when filling out the online form, any information originally in Chinese characters (e.g., names, addresses) must be entered using Pinyin/Latin letters, not Chinese characters. If the applicant is under 18 years of age, both parents/legal guardians must sign the Visa Application Form Receipt – RER on the applicant’s behalf. 签证申请表：表格可在 https://formulario-mre.serpro.gov.br 在线填写。每位申请人需单独填写一份表格。表格填写完毕后，请打印并由申请人本人签名。 请注意：签证申请表回执–RER 上的签名必须与申请人护照上的签名一致。此外，在线填写表格时，任何原为中文的信息（如姓名、地址）必须使用拼音/拉丁字母填写，不得使用汉字。 如果申请人未满 18 周岁，则必须由父母双方/法定监护人为申请人代签签证申请表回执–RER回执。			
2. Original passport. The passport must be signed and have at least 2 blank visa pages. Please note: a minimum of six month validity of the passport is not a requirement for issuing the visa but is a common requirement by airline companies travelling to Brazil. 护照原件。护照需已签名，并至少有两张空白签证页。 · 请注意：签发签证并不要求护照至少有六个月的有效期，但这是前往巴西的航空公司的普遍要求。			
3. One recent photograph not older than 6 months, size 4cm x 5cm, in color, front view, white background. 一张近 6 个月内拍摄的彩色证件照，尺寸 4cm x 5cm，正面，白底。			
4. Invitation letter from a Brazilian company, in Portuguese or English, on official letterhead, with stamp and signature, addressed to the consular service of the Embassy of Brazil in Beijing/ Consulate General in Chengdu/ Consulate General in Guangzhou/ Consulate General in Shanghai, including the following information: 4.1) the name and position that the applicant holds in the company; 4.2) clear, specific and detailed purpose of the trip and business activities to be performed in Brazil; 4.3) the Brazilian company’s CNPJ number (corporate tax registration), address, and telephone number. 4.4) contact details of a designated focal point at the Brazilian company who may be contacted by the consular authority to clarify any questions related to the trip or the business activities, including full name, position, telephone number, and email address.			

	<p>4.5) The invitation letter should include the following solemn statements (any of which is acceptable): "I hereby solemnly declare that the information contained in this letter and in the other documents attached to the visa application is true and accurate, subject to liability under Chinese and Brazilian law." OR "Our company hereby solemnly declares that the information contained in this letter and in the other documents attached to the visa application is true and accurate, subject to liability under Chinese and Brazilian law."</p> <p>4.6) the inviting company must clearly state whether it is responsible for covering the travel expenses of the applicants, or whether the costs will be covered by the Chinese company sending the applicants. If the costs are to be borne by the applicants themselves, attach a bank letter confirming the applicant's financial standing and copy of the company's registration certificate.</p> <p>巴西公司邀请函（葡萄牙语或英语，使用公司正式抬头纸打印，加盖公章并由负责人签名，抬头致巴西驻北京大使馆/成都总领事馆/广州总领事馆/上海总领事馆领事处），须包含以下信息：</p> <p>4.1) 申请人在公司担任的姓名和职位；</p> <p>4.2) 清晰、具体且详细的旅行目的及将在巴西进行的商务活动说明；</p> <p>4.3) 巴西公司的 CNPJ 税号、地址和电话号码。</p> <p>4.4) 巴西公司指定联系人的联系方式，领事机构可联系该联系人以澄清与旅行或业务活动相关的任何问题，包括姓名、职位、电话号码和电子邮件地址。</p> <p>4.5) 邀请函须包含以下郑重声明（任选其一即可）："本人特此郑重声明，本函及签证申请所附其他文件包含的信息均真实准确，并愿根据中国和巴西法律承担相应责任。" 或 "本公司特此郑重声明，本函及签证申请所附其他文件包含的信息均真实准确，并愿根据中国和巴西法律承担相应责任。"</p> <p>4.6) 邀请公司必须明确说明是否承担申请人的差旅费用，或是否由派遣申请人的中国公司承担费用。如果费用由申请人自行承担，请附上银行信件，确认申请人的财务状况，并附上公司注册证书副本。</p>			
5.	<p>Printed copy of the round-trip flight itinerary or a letter from a travel agency addressed to the consular section of the Embassy/Consulate. The document must include: the applicant's full name; confirmed travel itinerary; flight numbers; and arrival and departure dates.</p> <p>The proposed travel dates must align with the applicant's business activities in Brazil, and the travel route should be consistent with the location of the inviting company and the schedule of planned meetings.</p> <p>往返航班行程单的打印件或由旅行社出具给大使馆/总领事馆领事处的说明。文件必须包含：申请人全名；确认的行程；航班号；以及抵达和离境日期。</p> <p>计划的旅行日期必须与申请人在巴西的商务活动相符，且旅行路线应与邀请公司所在地及计划会议日程一致。</p>			
6.	<p>Supporting documents</p> <p>While only certain documents are mandatory, applicants are strongly encouraged to include relevant supporting materials whenever available. Although not compulsory, such documentation can help clarify the purpose of travel, demonstrate strong ties to the applicant's country of residence, and provide valuable context that may positively influence the visa decision.</p> <p>1) Previous passport(s), if available;</p> <p>2) Copy of the Brazilian ID card (RG) or passport of the individual who signed the invitation letter (see item 4 above),</p>			

<p>3) For applicants who will take part in fairs or exhibitions in Brazil: floor plan of the event indicating the location of the booth of the applicant company; updated list of confirmed exhibitors including the name of the applicant company; and contract signed between the applicant company and the event organizer in Brazil, as well as any other documents proving the company's participation in the event.</p> <p>辅助材料 尽管只有部分文件是强制性的，但我们强烈建议申请人尽可能提供相关的辅助材料。这些文件虽非强制，但有助于说明旅行目的，证明申请人与居住国有紧密联系，并提供有价值的背景信息，可能对签证结果产生积极影响。</p> <p>1) 旧护照（如有）； 2) 邀请函签署人（见上文第4项）的巴西身份证（RG）或护照复印件，以及证明其有权代表公司的文件。上述两份文件上的签名必须与邀请函上的签名一致。 3) 对于将参加巴西展会或展览的申请人：标有申请人公司展位位置的展会平面图；包含申请人公司名称的最新已确认参展商名单；申请人公司与巴西活动组织方签订的合同，以及任何其他证明公司参与该活动的文件。</p>			
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VISA Fee (签证费)	
Service Fee (服务费)	
Courier Fee (If any) 快递费 (如选)	
Other Fees (其他费用)	

Name & Signature of Processing Officer
资料审核员签名

Date/日期

Applicant's Signature 申请人签名